

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818



Employee Name	CATE, MATTHEW
Expense Dates	10/05/09-10/29/09
Total Expense Amount	1454.22
Amount Due Employee	195.40
Form ID	TEA000532248

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	10/07	Lodging	92.40	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:


Brett H MORGAN

Travel & Expense Account Summary

Employee Name MATTHEW CATE
Expense Dates 10/05/09-10/29/09
Report Name 4100-Various - October 2009

Request Total \$ 1454.22
Direct Charge Total - 1258.82
Travel Advances - 0.00
Net Due Employee = 195.40

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	SB 618	349.97
Regular Travel	Pris Fellowship	332.20
Regular Travel	CSSA	448.60
Regular Travel	NIC	323.45

NOTE: (d)=Direct Charge

DATE	Mon Oct 5	Tue Oct 6								TOTAL
Commercial Air Fare (d)	317.45									317.45
Incidentals		6.00								6.00
TOTALS \$	317.45	6.00								323.45

DATE	Wed Oct 7	Thu Oct 8								TOTAL
Lodging	92.40									92.40
Parking, Auto	9.00									9.00
Dinner	18.00									18.00
Commercial Air Fare (d)	307.20									307.20
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	426.60	22.00								448.60

Travel & Expense Account Summary

DATE	Thu Oct 22	Fri Oct 23								TOTAL
Parking, Auto	9.00									9.00
Commercial Air Fare (d)	311.20									311.20
Incidentals	6.00									6.00
Breakfast		6.00								6.00
TOTALS \$	326.20	6.00								332.20

DATE	Thu Oct 29									TOTAL
Commercial Air Fare (d)	322.97									322.97
Dinner	18.00									18.00
Parking, Auto	9.00									9.00
TOTALS \$	349.97									349.97

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	NIC	10/05/09	Commercial Air Fare	317.45	Direct Charge
Regular Travel	NIC	10/06/09	Incidentals	6.00	Cash
Regular Travel	CSSA	10/07/09	Lodging	92.40	Cash
Regular Travel	CSSA	10/07/09	Parking, Auto	9.00	Cash
Regular Travel	CSSA	10/07/09	Dinner	18.00	Cash
Regular Travel	CSSA	10/07/09	Commercial Air Fare	307.20	Direct Charge
Regular Travel	CSSA	10/08/09	Breakfast	6.00	Cash
Regular Travel	CSSA	10/08/09	Lunch	10.00	Cash
Regular Travel	CSSA	10/08/09	Incidentals	6.00	Cash
Regular Travel	Pris Fellowship	10/22/09	Parking, Auto	9.00	Cash
Regular Travel	Pris Fellowship	10/22/09	Commercial Air Fare	311.20	Direct Charge
Regular Travel	Pris Fellowship	10/22/09	Incidentals	6.00	Cash
Regular Travel	Pris Fellowship	10/23/09	Breakfast	6.00	Cash
Regular Travel	SB 618	10/29/09	Commercial Air Fare	322.97	Direct Charge
Regular Travel	SB 618	10/29/09	Dinner	18.00	Cash
Regular Travel	SB 618	10/29/09	Parking, Auto	9.00	Cash